State of Arizona
# Department of Education

**Tom Horne**
Superintendent of
Public Instruction

January 25, 2008

TO:             Local Educational Agencies (LEAs)

FROM:       Arizona Department of Education (ADE), Grants Management
              Sarah Lors, Manager

SUBJECT:  **How to download a copy of approved completion report or a copy of approved completion report email notification**

Local Educational Agencies (LEAs) returning monies back to ADE Account Receivable related to Grants should download a copy of an approved completion email notification of a copy of an approved completion report in order to expedite the refund process.

**1) LEAs can download an approved completion report by following the steps listed below:**

- Amendments — Make an Amendment to an Existing State or Federal Project.
- Cash Management Report — Submit monthly Cash Management reports for Federal projects and obtain previous report receipts for your audit trail.
- Completion Reports — Enter and Submit project Completion Reports on-line.
- Completion Report Tracking — View timeliness for all current & past Completion Reports.
- Completion Report Downloads — Download Completion Report supplemental narrative

1.  Logon to Common Logon (https://www.ade.az.gov/CommonLogon/logon.aspx) and select Grants Management

2.  Click on "Completion Reports" from secure Grants Management Home page

3.  On Completion Reports in Progress Screen, choose the fiscal year and grant you would like to see and Click "Show Projects"

4.  Click on the Project number with CR Status as "Approved by ADE"

5.  Click "View Approved Completion Report"

6.  Next screen will show the copy of Approved completion report. Go to File and Print

**COMPLETION REPORTS IN PROGRESS**

Instructions
- Select the project by clicking the project number.

| Fiscal Year | 2007 |
| Grant | ALL |
| Entity | 4-Winds Academy, Incorporated dba 4-Winds Academy : 01-87-52-000 |
| Program Area | ALL |
| Status | ALL |
| Project Number | |

**Show Projects**   **Go Back**

| Fiscal Year | Grant | Entity | PA | Project Number | CR Status | CR Holds | Last Update User | Last Update Date |
|---|---|---|---|---|---|---|---|---|
| 2007 | IDEA-Basic-Ent | 4-Winds Academy, Incorporated dba 4-Winds Academy : 01-87-52-000 | ES | 07FESCBG-760386-01A | Approved by ADE | | irope | 07/27/2007 13:35:44 |
| 2007 | Title I LEA | 4-Winds Academy, Incorporated dba 4-Winds Academy : 01-87-52-000 | AA | 07FAATTI-760386-02A | Being Edited by LEA | | schavez10 | 01/07/2008 10:11:29 |
| | Title II | 4-Winds Academy, | | | | | | |

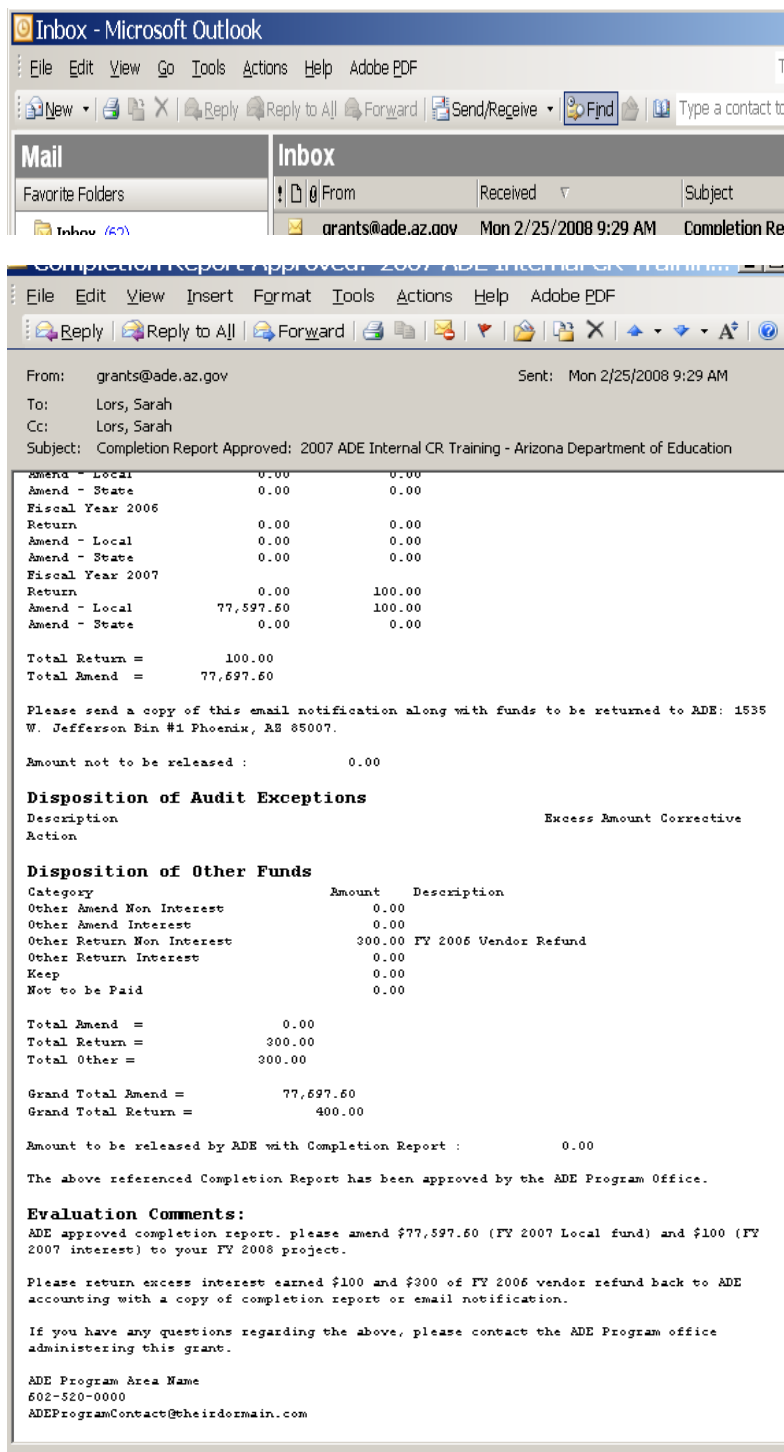View Approved Completion Report
    The ADE Program Office has approved the original completion report.
    You may use this to print a copy for your records, or to preview
    before choosing to revise an already-approved report.

Revise Approved Completion Report
    The ADE Program Office has approved the original completion report.
    This option is provided to make changes, such as refunds that belong
    to the project, or funds discovered through audit. The report will go
    through the same process as it did when the report was originally

**2) LEAs can print a copy of approved completion report email notification by following the steps below:**



1. Go to your school email in-box.

2. Search your email inbox by the following search criteria
   a. Sender = grants@ade.az.gov
   b. Subject: Completion Report Approved: your grant name – entity name

3. Print a copy of email

*__Email notification:__ Grant Total Amend is the total amount LEA can amend into the next fiscal year project
*__Email notification:__ Grant Total Return is the total amount LEA should return back to ADE accounting.

| | |
|---|---|
| Total Amend = | 0.00 |
| Total Return = | 300.00 |
| Total Other = | 300.00 |
| Grand Total Amend = | 77,597.60 |
| Grand Total Return = | 400.00 |

Amount to be released by ADE with Completion

The above referenced Completion Report has be

* Email notification recipients are those whose email addresses have been listed on their completion report contact information page.

The Grants Management staff is here to answer your questions from 8am to 5pm Monday through Friday, excluding holidays at (602) 542-3452.

Cordially,
Sarah Lors
Grants Manager